

# Retention and Classification Report

**Agency:** Canyons School District (Utah). Alta View Elementary School  
(3578)  
Alta View Elementary School  
10333 S Crocus St (865 East)  
Sandy, UT 84094  
801-826-7600

## Records Officer

27961	Attendance reports
27964	Grade Roll Book
27965	Office reports

**AGENCY:** Canyons School District (Utah). Alta View Elementary School

**SERIES:** 27961

3

**TITLE:** Attendance reports

**DATES:** 1963-

**ARRANGEMENT:** Chronologic

**DESCRIPTION:**

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided official transcript exists, permanent if no official transcript exists.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

**AUTHORIZED:** 07/09/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**AGENCY:** Canyons School District (Utah). Alta View Elementary School

**SERIES:** 27961

**TITLE:** Attendance reports

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99.

**AGENCY:** Canyons School District (Utah). Alta View Elementary School

**SERIES:** 27964

3

**TITLE:** Grade Roll Book

**DATES:** 1963-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are bound volumes of grade sheets. The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

**RETENTION:**

Retain 41 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

**AUTHORIZED:** 02/19/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

**AGENCY:** Canyons School District (Utah). Alta View Elementary School

**SERIES:** 27964

**TITLE:** Grade Roll Book

(continued)

**PRIMARY CLASSIFICATION:**

Exempt

**AGENCY:** Canyons School District (Utah). Alta View Elementary School

**SERIES:** 27965

3

**TITLE:** Office reports

**DATES:** 1963-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

**AUTHORIZED:** 07/09/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**AGENCY:** Canyons School District (Utah). Alta View Elementary School

**SERIES:** 27965

**TITLE:** Office reports

(continued)

**PRIMARY CLASSIFICATION:**

Exempt